

# Plan Amendment Application and Review Process

## What is a plan amendment?

Area and neighborhood plans are intended to add detail and specificity for the implementation of the City's General Plan.

- Area plans cover larger areas that may include multiple neighborhoods and related neighborhood plans.
- Neighborhood plans cover smaller areas and are usually focused on single neighborhoods.

When a rezoning is requested, the proposed use(s), density and certain site conditions must be consistent with adopted plan(s), including the General Plan and any area or neighborhood plans that apply to the site.

If the proposal is not consistent, the proposal may be revised to comply with plan policy or the applicant may request a plan amendment.

Typically, a plan amendment involves changing a land use map to show acceptable future land uses, and/or changing existing land use policy(ies).

## Application Requirements

Rezoning applications should be submitted via [Tucson Development Center Online](#). Select "Plan Amendment" application type.

The following attachments should be included:

- [Neighborhood Meeting Packet](#)
- Policy/Goal Narrative
  - Explain how the proposed changes are consistent with and supported by the overall goals, and any applicable policies, of the Area or Neighborhood Plan and are supported by the goals and policies of the General Plan.
- Proposed New Policy Language and/or New Maps
  - Identify the parts of the Plan that need to be amended, and why. Provide proposed new goal and policy language as well as proposed new maps.
- Concept Plan (recommended)

## How long does the process take and is there a fee?

**Time:** It typically takes 5-7 months to process a standard plan amendment if there are no unusual issues or complications.

- Once the plan amendment is approved, the applicant can proceed to the rezoning or Planned Area Development (PAD) process.
- An applicant also has the option to submit applications for a plan amendment and rezoning concurrently.

**Fee:** PDS staff calculates fee, which will vary based on size of area to be rezoned and proposed zone.

**Included in the fee amount:** staff review fee, public notice fee, and technology/archive fee.

## More Information and How to Start

Contact PDS staff by email at [Tucsonrezoning@tucsonaz.gov](mailto:Tucsonrezoning@tucsonaz.gov)

Request a pre-application conference and submit your rezoning application via Tucson Development Center Online

<https://tdc-online.tucsonaz.gov/#/home>

More information about the rezoning process can be found on the [PDS website](#) and in the Unified Development Code, [Section 3.6 Land Use Plan Adoption and Amendment Procedures](#)

# Plan Amendment Review Process

## Pre-Application Conference

**Applicant** submits a request for a pre-application conference following the [pre-application conference checklist](#).

**PDSD staff** distributes proposal for internal review.

**Applicant** meets with PDSD staff to discuss comments on proposal and review process.

## Neighborhood Meeting

**Applicant** must give notice, host, and document a public neighborhood meeting.

**Applicant** mails meeting notification using labels purchased from PDSD, which include property owners within 400 feet, registered neighborhood associations within 1 mile, and affected Council Ward office(s).

At the neighborhood meeting, the **applicant** provides information about the proposed project, identifies proposed land use changes, answers questions, and listens to neighbors' concerns and interests.

**Applicant** compiles meeting summary to submit with application.

## Application Submittal and Review

**Applicant** submits complete application according to requirements on previous page and pays fees.

**PDSD staff** reviews application for completeness within 10 working days.

**PDSD staff** accepts the application for processing (if complete) and conducts review.

Staff may forward the application for review and comment to City departments and outside agencies if needed.

**PDSD staff** review the proposed plan amendment and make a recommendation as part of the staff report.

## Planning Commission Review

**Planning Commission** study session – **PDSD staff** present the proposed amendment; **applicant** also has an opportunity to present.

**PDSD staff** notices public hearing via mailing and legal ad published 15 calendar days before the hearing. **Applicant** posts hearing notification on site.

**Planning Commission** holds a public hearing on the proposed plan amendment. The public may testify at the hearing or submit written comments.

**Planning Commission** recommends approval or denial to Mayor and Council.

## Mayor and Council Action

**Mayor & Council** holds a public hearing on the proposed plan amendment.

**Mayor & Council** considers the application, Planning Commission recommendation, City Manager's recommendation, as well as public comments.

**Mayor & Council** may approve, modify, or deny the application or take other appropriate actions.

If the plan amendment is approved, the applicant may proceed to apply for a rezoning.

All applications are submitted via [Tucson Development Center Online](#)